



Centralized Accounting and Payroll/Personnel System

Voucher Print Report: Updated Run Control Parameters (SR 8835)

Aug. 25, 2022

Current Run Control for Voucher Print Report

The screenshot shows the 'Voucher Print' report run control page. At the top, there is a red header bar with '< Employee Self Service' on the left and 'Voucher Print' on the right. Below the header, there is a blue button labeled 'Voucher Print'. The main content area has a white background. On the left, it says 'Run Control ID: Vchr_Print'. To the right of this, there are links for 'Report Manager' and 'Process Monitor', and a blue button labeled 'Run'. Below this, there is a section titled 'Report Request Parameters' in orange. This section contains four input fields: 'Business Unit', 'Voucher ID', 'Voucher Origin', and 'USAS Processing Date'. Each field has a search icon (magnifying glass) or a calendar icon. Below the input fields, there are three checkboxes: 'Include DLT:', 'Exclude Travel Vouchers:', and 'Approver Information:'. At the bottom of the page, there is a 'Note:' section with two lines of text explaining the behavior of the 'USAS Processing Date' field. Below the note, there are several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

< Employee Self Service Voucher Print

Voucher Print

Run Control ID: Vchr_Print Report Manager Process Monitor Run

Report Request Parameters

Business Unit [Search]
Voucher ID [Search]
Voucher Origin [Search]
USAS Processing Date [Calendar]

Include DLT: ☐ Exclude Travel Vouchers: ☐ Approver Information: ☐

Note:
Entering a USAS Processing Date of 01/01/1800 will cause the report to select vouchers for the previous day.
Entering a USAS Processing Date of 01/01/1900 will cause the report to select vouchers for the current day.

Save Return to Search Previous in List Next in List Notify Add Update/Display

SR 8835 will make the following changes to this page:

- Add new parameter fields.
- Rename *USAS Processing Date* to *USAS Sent Date*.
- Add *User ID*.
- Add *Accounting Dates* with a 30-day range.
- Removed the *Note* section at the bottom of the page.

New Run Control Parameters

The **Report Request Parameters** include seven fields for data entry.

Fields with an asterisk (*) are new to the page.

- Business Unit
- Voucher ID
- Voucher Origin
- USAS Sent Date*
- User ID*
- Accounting Dates (From and To)*
 - Include DLT
 - Exclude Travel Vouchers
 - Include Approver Information

The screenshot displays the 'Voucher Print' report configuration page. At the top, there's a red header with a back arrow and 'Roles' on the left, and 'Voucher Print' on the right. Below the header, a blue button labeled 'Voucher Print' is visible. The main section shows 'Run Control ID: Vchr_Print' and a 'Run' button. The 'Report Request Parameters' section contains the following fields:

- Business Unit (1)
- Voucher ID (2)
- Voucher Origin (3)
- USAS Sent Date (4)
- User ID (5)
- Accounting Date From (6)
- Accounting Date To (6)

At the bottom of the parameters section, there are three checkboxes:

- Include DLT: ☐ (7)
- Exclude Travel Vouchers: ☐
- Approver Information: ☐ (7)

Navigation buttons at the bottom include 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Note: The new **Accounting Date From/To** fields only accepts a 30-day range.

Run Control Parameter Definitions

- **Business Unit** prompt requires a valid BU and one other field populated — otherwise, it will timeout.
- **Voucher ID** prompt requires valid Voucher ID.
- **Voucher Origin** prompt requires valid Origin.
- **USAS Sent Date** prompt requires the date the Voucher(s) were interfaced to USAS.
- **User ID** prompt requires valid User ID of who created the Voucher(s).
- **Accounting Date** only allows a 30-day date range — any longer than 30 days causes the report to time out.
- Checkbox selections:
 - **Include DLT** allows for DLT comments to print.
 - **Exclude Travel Vouchers** excludes Travel Vouchers from printing.
 - **Approver Information** allows Approver Information to print .

Voucher Print Report Highlights

- *Daily Voucher Print Report* now generates if the **USAS Process Status** is one of the following:
 - **U** (Sent to USAS)
 - **Y** (Send to USAS)
 - **X** (Deleted)
 - **P** (Processed)
 - **S** (Partially Processed by USAS)
 - **N** (Do not send to USAS)
- *Daily Voucher Print Report* will continue to be generated daily around 3:30 p.m.
- This update (SR 8835) migrates to CAPPS Production on **Sept. 6, 2022**.



Thank You!

CAPPS Financials Support Team